JOB AID

Schedule of Classes: Add/Update Course Section

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Contents

Add/Update Course Section ................................................................................................................................................... 2
Find Course ......................................................................................................................................................................... 2
Add/Update Basic Data (Class Type, Associated Courses, Class Attributes) .......................................................... 3
Add/Update Meeting Pattern (Days, Times and Instructors) ....................................................................................... 6
Add/Update Enrollment Parameters (Room, Enrollment and Waitlist Capacity) ....................................................... 9
Add/Update Notes for the Section ................................................................................................................................. 12
Find/Delete a Course Section........................................................................................................................................ 13
New classes can be scheduled for courses that have been added to the Course Catalog and are in “active” status. If you always navigate to Schedule New Course, you will be able to add a new class to the term, update an existing class that has already been scheduled in the term, or delete a class section.

**Add/Update Course Section**

**Navigation:** Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

Find Course

1. Enter the following **Search Criteria** for the class you would like to edit:
   - **Academic Institution:** MSU55
   - **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.
1. **Subject Area**: Enter if known or click the look-up button and select from the list.
   **Catalog Number**: Enter the course number.

2. Click the **Search** button. Select the course from the Search Results list.

**Add/Update Basic Data (Class Type, Associated Courses, Class Attributes)**

The Schedule New Course page will open with the **Basic Data** tab showing.

The header at the top of the page will contain course details, including:

- **Course ID**
• Offer Number: Identifies which Department or Academic Organization owns this course
• Subject Area
• Catalog Number

Note: Because this is the first section we are adding for the term, the Class Sections is displaying page 1 of 1. If there are already class sections for this course, the display will indicate 1 of 2, or 1 of 5, etc.

If more than one class section exists, you must click the [+] Add a New Row button before entering details for a new class section.

3. Complete Class Section details as follows:

a. Session: Defaults to Regular (“1”). When you click out of the field, the Start/End Date values will auto-populate.

b. Class Section: Enter 4-character alphanumeric field that should be unique for each section of the same course.

c. Component: This field defaults from the component defined on the course.

Note: When scheduling a multi-component class, you must schedule and save the primary component first before attempting to schedule any additional components.

d. Class Type: Defaults to Enrollment Section. If this is a multi-component class:

   i. For the primary component, the class type should be Enrollment Section

   ii. For secondary components of a multi-component course (such as lab or recitation), the class type should be Non-Enroll.

e. Associated Class: The system auto-populates this value.

f. Campus: Will default to MAIN.

g. Location: Will default to ELANSING. Change the location if the class is being offered in a different location.
h. **Course Administrator:** Leave blank; MSU is not using this functionality currently.

i. **Instruction Mode:** Will default to P (“in person”). Other options include:
   
   i. **Hybrid**
   
   ii. **Online**

j. **Primary Instr Section:** Defaults to the same value inserted in the Class Section field.

![Class Sections Image]

**Note:** All other values (*Schedule Print*, *Student Specific Permissions*, etc.) will default based on the data already entered in the Course Catalog.

![Class Topic Image]

k. **Course Topic ID:** Leave blank. MSU is not using this functionality currently.

l. **Equivalent Course Group:** Defaults from the Course Catalog. Changes should not occur in this section. All changes should occur at the course level.

   **Class Attributes:** Will be used to identify specific characteristics regarding the course and make the attribute searchable in the public class search.

   Colleges and Departments will be responsible for adding class attributes by clicking the **Course Attribute Look-up button** and selecting the appropriate attribute.

   For example, if this course satisfies the requirement for Tier II Writing, adding the **TR2 Tier II Writing** attribute will bring up this course when a student is searching for courses that meet that specific requirement.
4. Click the **Save** button at the bottom of the page. This will officially create this class for the term.

Next, we will assign a meeting pattern.

**Add/Update Meeting Pattern (Days, Times and Instructors)**

5. Click the **Meetings** tab.

6. Enter **Meeting Pattern** details as follows:
   a. **Facility ID**: Click the look-up button and select a location from the list (e.g., *Akers Hall 141*)
Note: Room assignments made in CS will not be able to check conflicts or indicate if the selected room is unavailable.

b. Pat: To use a standard meeting pattern, click the look-up button and select a meeting pattern from the list (e.g., 0006 MWF 50 min)

Once you select a Meeting Pattern, the system will automatically populate the meeting days (e.g., MWF)
c. **Mtg Start**: Enter start time (e.g., 8:00AM).
   Pressing tab here will auto-populate Mtg End time based on the meeting pattern selected.

d. **Mtg End**: Will auto-populate based on the Mtg Start (e.g., Mtg End 8:50AM for a 50 min meeting pattern).
   **Note**: When classes meet at different times on different days (e.g., Tuesday 8:00 – 8:50 a.m. and Thursday 8:30 – 9:20 a.m.), two or more meeting patterns need to be created. To do this, add an additional row by clicking the **[+] Add a New Row button** in the upper right of the **Meeting Pattern** section.

e. **Start/End Date**: Will auto-populate based on the Term for the course.
   **Note**: If the **Start/End Date** need to be changed, you must first change it on the **Basic Data** tab, before making changes on the **Meetings** tab.

f. **Topic ID**: Leave blank. This field may be used in the future for Study Abroad classes.

g. **Free Format Topic**: Leave blank.

h. **Print Topic on Transcript**: Leave unchecked.

7. **Instructors for Meeting Pattern**: 

   ![Instructors for Meeting Pattern](image)

   a. **ID**: Click the **Lookup** button. The Instructor Lookup page will open.

   ![Instructor Lookup](image)

   i. Enter search criteria (Campus ID, Last Name, etc.)
   ii. Click the **Search** button.
   iii. Select the **Checkbox** for the Instructor
   iv. Click **OK**

   b. **Instructor Role**: Click the drop-down and select from the following:
i. Faculty Member (Default)
ii. Graduate Assistant
iii. Undergrad Teaching Assistant
iv. Volunteer

c. **Print**: Check the box if the Instructor Name should be printed in the class schedule.

d. **Access**: Click the drop-down and assign the appropriate level of access for the instructor:
   i. Approve
   ii. Grade
   iii. Post

Next, we will define enrollment parameters for the course.

**Add/Update Enrollment Parameters (Room, Enrollment and Waitlist Capacity)**

8. Click the **Enrollment Control** tab and complete the following:
a. **Class Status**: Will default to *Active*. (The class will only display in the class search when the status is *Active*.)

The following status values are available:

- **Active**: Section available for enrollment and appears in class search.
- **Cancelled Section**: Cancelling a section will drop all students from the class. Once a class is cancelled, it will not appear in class search.
- **Stop Further Enrollment**: Class remains active but prevents further enrollment. The class is not visible in class search.
- **Tentative Section**: Does not display in class search; does not allow enrollment.

b. **Add Consent/Drop Consent**: The default value is *No Special Consent Required*. Students will be able to enroll or drop the class without departmental or instructor consent.

The other options for this field are:

- **Department Consent Required**: student will not be able to enroll or drop the class without permission from the department.
- **Instructor Consent Required**: the student will not be able to enroll or drop the class without permission from the instructor.
c. **1\textsuperscript{st} Auto Enroll Section**: Leave blank.

d. **2\textsuperscript{nd} Auto Enroll Section**: Leave blank.

e. **Resection to Section**: Leave blank.

f. **Auto Enroll from Wait List**: MSU will use the waitlist function for all classes. This box will default to checked.

g. **Cancel if Student Enrolled**: If you wish to cancel a class and students are enrolled, you need to check this box before cancelling the class. Checking this box and then cancelling the class will cause the students to be automatically dropped from the class.

h. **Enrollment Status**: Will update automatically based on the enrollment total compared to the enrollment capacity. Will display either **Open** or **Closed**.

i. **Requested Room Capacity**: Enter the desired room size.

   **Note**: This is informational only; the system will not enforce this field for enrollment. An audit query will be created in order to check enrollment against the room capacity.

j. **Enrollment Capacity**: Enter the capacity limit for the class.
Note: The system will enforce this limit when students enroll in classes. The enrollment capacity should not exceed the requested room capacity. There will be custom features to enforce the relationship between enrollment capacity and requested room capacity.

k. Wait List Capacity: The wait list capacity will be set to 9999. The wait list function will automatically enroll students on the wait list in numerical order as space becomes available (students from the enrolled section drop themselves) through the add period for each semester.

l. Minimum Enrollment Nbr: Information only; enter the minimum number of students to be enrolled in the class.

Add/Update Notes for the Section

9. Click the Notes tab and complete the following to enter text for the class section:

   a. Sequence Number: Automatically increments when adding additional notes.

   b. Print Location: Defaults to After to print the note after the class section information in the catalog. You can change this option to Before, if desired.

      Note: This applies only if you plan to use the delivered printed schedule report.

   c. Note Nbr: Leave blank. MSU does not currently have pre-defined notes.
d. **Free Format Text:** Enter the text for the note.

   To add an additional note, click the [+] Add a Row button and enter the additional note text into the Free Form Text field.

e. **Even if Class Not in Schedule:** Leave checkbox as is.

**Find/Delete a Course Section**

If you want to delete a specific section of a multi-section course, you can use the Find option to navigate directly to the section.

In this screenshot above, if you are viewing **Section 1 of 137**, and wish to navigate to **Section 50**:

10. Click **Find**. A dialog box will open for you to enter the section number you wish to advance to.
11. Type the section number (e.g., 50) and click OK. The designated section will display.

12. Make any necessary changes to the section or delete the section entirely by clicking the [-] Delete Row button.

13. Click Save.

Note: If you delete all sections, and there are no sections attached to a course, then the course will not show up in the Course Catalog for students to register.